

# THE INFORMATION SCIENTIST

---

September 5, 1967

## ADDRESSES AND ZIP CODES

Since 1960, *Current Contents* has been publishing an *Author Index and Address Directory* so that scientists can communicate with colleagues or request reprints. Unfortunately, addresses frequently present difficulties. Variations in spelling, syntax, style, etc., can cause errors or an inadequate address. Worst of all is the total *absence* of address information in many articles.

In our *Checklist of Recommended Practices for Editors and Publishers* (available on request) we have given prominent attention to this problem. When evaluating journals proposed for *Current Contents* coverage, the availability of addresses is among the first points checked. Readers of *Current Contents* who have used the *Author Index and Address Directory* are frustrated to find the entry "No Address Given!" While only 5% or less fall in this category, we are trying to fill this gap by urging editors and publishers to include complete addresses for all articles. You can help by dropping a note to any journal which omits addresses or omits essential information such as name of department or zip code.

*Current Contents* subscribers in U.S. government agencies tell us they are required by regulation to use zip codes in all correspondence. Recently we modified our procedures and computer programs to accommodate zip codes. It is the author's responsibility to provide the correct zip code to the journal. However, since the use of zip codes is proliferating, we at *ISI* have checked out the possible use of U.S. Post Office magnetic tapes to add missing codes automatically. Regrettably, we find it impossible to do so. While the great proportion of U.S. cities have a single code, larger cities (whence come many of the papers found in *Current Contents*) often have several. To zip code addresses from these cities requires a street address as well, and these are seldom supplied by authors.

Inasmuch as fully one-half of *Current Contents* readers are outside of the United States, international scientific communication will be greatly aided if zip codes are given. However, many foreign countries also have recently instituted new mail coding systems. We, therefore, extend our plea for mail codes to our friends abroad. American authors publishing in journals originating outside of the United States should be certain to provide zip codes with these papers as well as those published in the U.S.

*ISI* has recently analyzed over 100,000 U.S. addresses to determine the zip codes for about 500 addresses appearing 10 or more times annually in *Current Contents*. This list appears in this issue. Extra copies are available to subscribers upon request and will be used by *Current Contents* staff to add missing zip codes. While occasional errors are to be expected, we believe that *Current Contents'* already useful *Author Index and Address Directory* is upgraded by these changes. If readers detect any errors, please contact us immediately.